

# KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY

February 13, 2013

1:30 P.M.

Board Members Present: Amy Adkins, Sheryl Abercrombie, Andrea Cornuelle, Cybil Nielsen, Rebecca Baker, Ellis Blanton, Carol Scherbak, Vicky Poplin

Board Members Absent: Anne Marie Brown

ExOfficio Members: Vanessa Breeding, Brian Judy

Guests: Charles Coulston, Pam Soto, Srinivas Nayakwadi, Cynthia Knapp, Sandy Harp, Kelly Rapier, Christina Gordley, Charlie Kendell

AGENDA ITEM	Time	DISCUSSION	ACTION
Call to order	1 Minute	Sheryl (Board Chair) called the meeting to order at 1:33pm	
Approval of January Minutes	2 Minutes	Andrea moved to approve the meeting minutes from January. Ellis seconded. The motion passed unanimously.	
Overview of Current Radiation Operator System	10 Minutes	Representatives from the new and old information systems for the Radiation Operator system. Pam Soto (Project Manager-Applications) distributed screen shots of the current system. These screen shots are what the Operators will see on the website, E-Pay is not included, and that portion falls under Will Dugger. CDP (Custom Data Process) will have to provide us with the data. Pam Soto is only the application portion, not the working screens that Vanessa currently uses. Kelly believes the applications will be a smooth transition. Kelly was not aware of working screens, he would like to see the working screens that Vanessa utilizes. Although he still does not think there will be a problem with the transition. Pam said the working screens never went into production so they would not release them. She stated we could talk with Thanapan (Lead Tech) to see if he could approve the transfer of the working screens. There was discussion on how we proceed with switching over the applications to the new system. They will provide us with an assessment of work, provide the board with a proposal and will then the details will be up for discussion with the board. Andrea and Anne Marie have volunteered to work with Cybil on the transitions.	- The new system representatives will provide the board with a proposal on the transition.
New website and transition of current operator system	15 Minutes	See above.	

Hiring Staff	10 Minutes	<p>Kelly Black with the Human Resource office which has agreed to help with the hiring the executive director and other staff members. She asked for a copy of the Executive Order so they could put all the board members in the system so that all board members could receive their stipend. They also need demographic information. Brian will send her an email with everyone attached, Kelly will then send a file for demographics for each board member. Board members will need to then send the forms back to Kelly. Kelly needs to know how many meetings we have officially held, Sheryl will provide her with that information. Once the board hires the Executive Director, the HR functions will move to that Executive Director. Verified the executive director will be non-merit as well as staff members.</p> <p><b>Hiring Process</b> Create an advertisement must be submitted to Personnel department. Once it is approved it can be posted where the board decides. Sheryl asked if there was a template for creating the position (job description, etc.) Kelly will send that to Sheryl. Carol and Ellis will work on the job description and advertisement, Brian asked that they pay close attention to 311B 070 from the executive order. Sheryl asked that Carol and Ellis bring a rough draft by our next month's board meeting. Sheryl will also send Carol and Ellis some examples for job descriptions and advertisements.</p>	<p>-Brian will send Kelly an email with all the board members email. Each board member will need to provide Kelly with the information she requests in order to provide the board with stipends.</p> <p>-Ellis and Carol will provide the board with a rough draft of a job description and advertisement for an Executive Director.</p>
Regulation Update	10 Minutes	<p>Brian discussed that transitioning our regulations will require and amendment and will require several changes that we had not previously noted. Brian provided the board with a draft of regulation revisions for 201 KAR 46:010, 201 KAR 46:020, 201 KAR 46:020, 201 KAR 46:030, 201 KAR 46:040, 201 KAR 46:040, 201 KAR 46:081. The revisions include the striking of the word cabinet and replacing it with board, striking 902 KAR Chapter 105 and replacing it with 201 KAR Chapter 4 6, and striking Cabinet for Health Services and replacing with Board of Medical Imaging and Radiation Therapy. Brian also discussed that there are forms within the regulations that will need to be changed from referring to the cabinet. Charlie Kendall said he would send these forms electronically to Sheryl and we could revise. Within the regulations we will also need to refer to the forms new titles. We will also need to create a regulation regarding Administrative Hearings (902 KAR 1:400). Brian mentioned we could refer to the Chiropractic board, or Psychology board as a reference those are available on the LRC website. Brian proposed that he could provide the board with a proposal of an Administrative Hearings regulations by our next board meeting. Vanessa also mentioned that on our current regulations the Exam Fees for Limited Techs is \$70.00 the ARRT increased this fee to \$100. We will need to update this change in the regulations.</p>	<p>-Charlie will send the forms electronically to Sheryl for revisions.</p> <p>-Brian to provide the board with a draft of an Administrative Hearing regulations.</p>

Budget Update	20 Minutes	<p>Sheryl met with Donna and Nicole in the budget office in which they discussed the budget we have been provided and they also discussed Statue KRS 211.848 which Beth Jurek referenced at our last meeting and Statue KRS 211.890 related to the Radiation Operators program. There is a slight discrepancy in the two statues on how our previous revenue was to be utilized. Which left the question of what should have been in our trust fund at the end of the fiscal year without the other funds taken out of the operators fund? Charlie asked on behalf of the cabinet that we have that discussion Christine with Government Policy and Management. He is not sure what type of tracking is available because it is not common to cross biennium's. Sheryl will meet with John Hicks at the Government and Policy Management office. This meeting will need to be made after legislation closes in March. Charlie presented the YTD Monthly Revenues/ Expenses. At the end of January our cash balance was 17,200.00. It was determined that we utilize 1.3 FTE. Charlie suggested a memorandum of agreement, and to set a date for a transition over to the board. The memorandum of agreement can request the board approves vacations, trips, etc. The board can also request that the cabinet/Department of Public Health look further into the FTE's time. We will also need a memorandum of agreement when we do finally move over to the board that the Executive Director can verify and participate when needed for Radiation Machines program. (Inspectors have the ability to have discussions regarding radiation machines/ operators) Charlie has measured the current space that Operators program utilizes. He will send this information to the board by our next board meeting. Brian and Charlie will discuss the series of absolutes for a memorandum of agreement and will have available for our next board meeting. There was a question regarding the budget after Charlie left regarding the Monthly Expenses/Revenue report. The question was in regards to the Operator Tech License a total of \$1200.00. Sheryl has agreed to begin drafting a working budget so we can start to fill in the line items that we have information on. Sheryl will provide this to the board at our next board meeting.</p>	<p>-Sheryl will meet with John Hicks at the Government Policy and Management office (after legislation closes)</p> <p>-Brian and Charlie will work on a series of absolutes for memorandums of agreement.</p> <p>-Sheryl will provide the board with a draft of a working budget at our next board meeting.</p>
Break	5 Minutes		
Open Records Training	60 Minutes	Amy Bensenhaver provided training to the board on Open Records/ Meetings.	
<b>Future Meetings</b>		March 13,2013	
<b>Meeting adjourned</b>		Ellis motioned to adjourn, Cybil seconded. Motion passed unanimously. Adjourned at 17:15 P.M.	

Submitted Respectfully by: Amy Adkins